

JOB DESCRIPTION
Pleasanton Unified School District

TEXTBOOK TECHNICIAN

Purpose Statement:

The job of Textbook Technician is done for the purpose/s of maintaining the District's textbooks and instructional materials for school sites; performing a variety of functions that relate to receiving, processing, distributing, and inventorying of textbook materials; training and assisting staff in the utilization of the automated textbook system.

Essential Functions

- Distributes textbooks and instructional materials to sites for the purpose of insuring student access to necessary materials.
- Inventories textbooks and instructional materials for the purpose of documenting losses and/or maintaining availability of materials.
- Maintains records of textbooks held as overage in the district warehouse for the purpose of providing available inventory as needed by the school sites.
- Produces reports for the purpose of maintaining an accurate accounting of textbooks and instructional materials.
- Provides training to teachers and other personnel on the use of the automated textbook circulation system for the purpose of ensuring accurate tracking of textbooks at the school sites.
- Receives and processes textbooks and instructional materials (e.g. barcoding, property stamping) for the purpose of documenting losses and/or maintaining availability of materials.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the inventory of textbooks; operating pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: elements of warehouse operations and inventory procedures, and familiarity with grade level textbook and workbook selections.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working with frequent interruptions; multi-tasking; working with detailed information/data; meeting deadlines and schedules; communicating with diverse groups; being attentive to detail; and adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. /Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Not Evaluated

Approval Date

Salary Grade

Classified 14